



Transaction ID	
I A	
Type	Agency Document Number

Agency Control Number (Not recorded in FINET)

Agency Name \_\_\_\_\_

New

Date of Record (mm/dd/yyyy) \_\_\_\_\_

Modification

Accounting Period (mm/yyyy) \_\_\_\_\_ Budget FY (yyyy) \_\_\_\_\_

Warehouse \_\_\_\_\_

Comments (30 characters) \_\_\_\_\_

## INVENTORY ADJUSTMENT

Adjust

Stock Item Number	Adjustment Code*	Quantity on hand	Def / Inc / Dec	Value per unit	Def / Inc / Dec
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

OR

OR

OR

OR

OR

**\* Valid Adjustment Codes are:**

PHYINV - Physical Inventory	03 - Adjust Mat lab Items	06 - Obsolete	09 - Out of Date
01 - Adjust Maintenance Items	04 - Adjust to Actual On Hand	07 - Adjust Building and Grounds	10 - Interagency Purchases
02 - Adjust Equipment Items	05 - Damaged or Obsolete	08 - Adjust Stockpile Items	

### For Information Only (Not Recorded in FINET)

Stock Item Description	Unit	Unit Cost	Extended Cost	Available Quantity	Physical Count	Counted By	Justification

Prepared By

Telephone #

Entered By

Date

Authorized Signature

Date